

3-07-020 Annual Key and Lock Inspections

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for an annual facility key and lock inspection.

SCOPE OF ORDER:

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

ORDER:

RESPONSIBILITY

The operations sergeant or his/her designee shall be responsible for the yearly inspection of all locks and facility key blocks.

GUIDELINES

The annual key and lock inspection shall be completed in June of each year. The inspector shall ensure all facility key blocks are complete and all facility locks are functional. Immediate notifications shall be made to rectify any discrepancies. The inspection sheets shall be signed and dated by the inspector. The operations sergeant or his/her designee shall add a cover page indicating the contents of the inspection and forward it to the unit commander for approval. The completed inspection report shall be kept on file for a period of five years.
