

## Key Control Procedures #0018

### PURPOSE OF ORDER:

This order establishes policy and guidelines for the issuance and control of keys at the Fire Camp Training Unit and PDC-East Facility.

### SCOPE OF ORDER:

This order applies to all personnel assigned to the Fire Camp Training Unit and working at PDC-East Facility.

### ORDER:

#### FIRE CAMP KEY ISSUE TO CUSTODY ASSISTANTS/DEPUTIES

[REDACTED TEXT]

#### FIRE CAMP KEY ISSUE TO LIEUTENANTS AND SERGEANTS

[REDACTED TEXT]

#### FIRE CAMP MAINTENANCE KEY RINGS

[REDACTED TEXT]

#### EAST FACILITY DAILY KEY ISSUE

[REDACTED TEXT]

#### FIRE CAMP PERIMETER KEYS

[REDACTED TEXT]

#### FIRE CAMP/PACE VEHICLE KEYS

[REDACTED TEXT]

**All personnel shall maintain personal possession of their keys at all times.**

**At no time, will one employee give his/her keys to another employee to hold while they leave the fire camp for a lunch break.**

**Personnel shall not give facility or vehicle keys to inmates for the sake of convenience.**

#### LOCK AND KEY MAINTENANCE

All compound locks shall be inspected on a daily basis and serviced on a bi-yearly basis. All locks found to

be malfunctioning or "sticking" shall immediately be reported to the Main Control and maintenance personnel for repair.

If a key becomes inoperable, Main Control shall be notified and a repair tag will be placed on the key block. Main Control will then notify the maintenance coordinator and submit a repair order.

#### MISSING/LOST KEYS

Personnel shall, without delay, notify the Camp Sergeant of missing or lost key block(s). Additionally, the Camp Sergeant shall immediately advise the Watch Commander of the missing or lost keys.

[REDACTED TEXT]

If the missing key block cannot be found, and all reasonable efforts to locate it have been expended, the Watch Commander/Camp Sergeant shall prepare a memorandum indicating his/her attempts to locate it. The Watch Commander/Camp Sergeant shall also direct a member from the assigned shift on which the keys were discovered missing, to prepare a "Lost Property" report on an SH-R-49. The employee who was responsible for the missing key block shall prepare a detailed memorandum to the Watch Commander/Camp Sergeant.

#### CAMP SERGEANT KEY COLLATERAL

The Camp Sergeant for each shift has the collateral duty of Key Control Sergeant. He will be responsible for inspecting and signing the Daily Key Log.

**NOTE: TO PREVENT A KEY FROM ACCIDENTALLY SLIDING OFF THE RING, ALL SECURITY KEY BLOCKS MUST BE SOLDERED SHUT.**

---