

## 3-05-170 BOQ Issuance and Key Control

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**Effective Date:** 12-22-09

**Revision Date:** 08-17-18

**Review Date:** 08-17-20

**Reference:** CDM 3-06/120.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the issuance and control of keys for the Barrack Bachelor Officer's Quarters (BOQ), and for maintaining an accurate account of who is occupying the BOQs.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

### **ORDER:**

This order pertains to the check-in and check-out procedures regarding the issuance and control of BOQ keys, and maintaining the sign-up sheets posted in the watch sergeant's office. The maintenance of this information is imperative in the event of an emergency, if any damage to a BOQ occurs, as well as to maximize their usage.

South Facility is assigned ten BOQ units. These units are located in [REDACTED TEXT]

When an employee requests the use of a BOQ, the employee shall contact a sergeant, who shall open the BOQ key locker and provide a BOQ unit key. The name of the employee shall be logged on the sign-up sheet. When the key is returned, the sergeant shall cross the name of the user off the sign-up sheet and return the key to the key locker.

The key to the BOQ key locker is kept in the [REDACTED TEXT] An additional key to the key locker, the supervisor's BOQ keys, and back-up keys to the remaining BOQ units are located in [REDACTED TEXT]

At the beginning of each shift, the watch sergeant shall account for all BOQ keys. If a key is missing, and no

one has reserved usage of the unit, the watch sergeant shall contact the last person assigned to the BOQ and ascertain the whereabouts of the key. If the watch sergeant is unable to contact the last occupant, the BOQ shall be checked for occupancy. This can be done in person, or by assigning an Adam Unit to assist with the check. After all keys are accounted for, the watch sergeant shall initial the sheet next to the corresponding date and shift.

**Revision Date 08/17/18**

**12/22/09 SOUF**

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