

## 3-08-045 Property/Gun Lockers

### PURPOSE OF ORDER:

To establish procedures for the issuance of property/gun locker keys.

### SCOPE OF ORDER:

All personnel and visitors requesting the use of the Twin Towers Correctional Facility property/gun lockers.

### ORDER:

#### EXCHANGE AND ISSUANCE OF PROPERTY/GUN LOCKER KEYS

Property/Gun locker keys shall not be issued without an exchange of an acceptable form of valid identification.

#### Acceptable Forms of Identification:

- if*— Driver's License or State Identification Card
- if*— County/Department Identification Card
- if*— Police Agency Identification Card
- if*— Department of Defense Identification Card
- if*— California Department of Consumer Affairs Card (Bondsmen)
- if*— Passport

Note: If the person requesting a property/gun locker key is unable to provide an acceptable form of identification, the watch commander will determine if the individual is to be provided a property/gun locker key for the duration of their visit at TTCF.

Tower One Facility Control and the Correctional Treatment Center (CTC) gate control personnel shall ensure that all property/gun locker keys are exchanged for the person's personal identification at the conclusion of their visit at TTCF.

In order to ensure the safety and security of all persons in custody facilities, this partial list indicates personal property which is prohibited inside security areas as indicated in CDM 3-01/090.00:

- if*— Weapons, including but not limited to, firearms and knives, are expressly prohibited in security areas of all facilities.
- if*— Cell phones and Cameras.
- if*— Tobacco products, matches and cigarette lighters.

Personal security dictates that personnel should refrain from bringing items which contain personal identification information (e.g. wallets, purses, checkbooks, etc.) into secure areas to prevent the loss or compromise of information.

Personnel shall not duplicate a property/gun locker key, nor tamper with any property/ gun locker.

Property/Gun locker keys are not to be kept for personal use. Property/Gun locker keys shall not be taken off

TTCF property.

[REDACTED TEXT]

**PROPERTY/GUN LOCKER KEY ACCOUNTABILITY:**

At the beginning of each shift, the watch deputy/CTC gate control officer shall inventory the property/gun locker key cabinet. The watch deputy shall account for each "property/gun locker key" listed on the gun locker key control log. The watch deputy/CTC gate control officer shall account for all keys issued and returned during the shift. Any exceptions to these procedures shall require approval of the shift watch commander.

Should the watch deputy/CTC gate control officer discover a property/gun locker key missing without a corresponding identification exchange, he/she shall determine the cause and immediately notify the watch commander.

**REPLACING KEYS:**

If a key becomes inoperable or lost, the watch deputy/CTC gate control officer will submit a repair/replacement order with TTCF Logistics.

The watch deputy/CTC gate control officer shall, without delay notify the watch commander of any lost property/gun locker key.

**GUN LOCKER MASTER KEY:**

[REDACTED TEXT] If a key becomes inoperable or lost, the watch commander will determine if the master key will be utilized and the watch deputy will submit a repair/ replacement order with TTCF Logistics after items are removed from the property/gun locker.

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