

## 3-08-060 Kitchen Keys and Radio Inventory and Control

### PURPOSE OF ORDER:

The purpose of this order is to establish policy and procedures for the issuance of keys and radios by the Kitchen Control Booth Officer.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The accounting of all keys and radios shall be conducted at the beginning of each shift. It shall be the responsibility of the Kitchen Control Booth Officer on each shift to issue and account for all kitchen key blocks and kitchen radios. The Kitchen Control Booth Officer shall account for all kitchen keys and radios by utilizing the attached Kitchen Keys and Radios Daily Log Sheet. This Log Sheet shall be signed and dated. Facility Control shall be notified, within one hour of the start of each shift, when all keys and radios have been accounted for. The time Facility Control was notified shall also be noted on the Log Sheet. Keys and radios shall only be issued to authorized personnel and no one shall be allowed to leave the facility with keys in their possession.

NOTE: Absolutely no one shall be allowed to help themselves to keys.

The Kitchen "Keys and Radio Log Sheet" shall be completed daily by each shift. It shall be kept in the Kitchen Control Booth for 30 days. A monthly inventory of all Kitchen keys and radios shall be completed by the EM Bonus I Deputy on the first day of each month.

### Kitchen Key Blocks

All unassigned Kitchen key blocks shall be kept locked inside the metal key cabinet, which has been mounted against the east wall, inside the Kitchen Control Booth.

The Kitchen key blocks have been clearly stamped and are designated as follows:

- Key #10-20 (Sgt's. block)
- Key #10-21 (Sr's. block)
- Key #10-82, 10-83, 10-84, 10-85 and 10-86 (Dep. and C/A blocks).

All Kitchen personnel issued a Kitchen key block shall be personally responsible for key security and shall adhere to TTCF Unit Order #3-08-040, Key Security.

### Lost Keys

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When it is determined that a Kitchen key block is missing, the Kitchen shall be immediately locked down and a search initiated. TTCF Unit Order #3-08-042, Loss of Keys shall be strictly adhered to.

NOTE: Inmates shall never be entrusted, by any Department personnel, with jail keys. This shall include soft keys; e.g., refrigerators, food "reefers", locked tool boxes, or other seemingly non-security related locks or doors.

#### Radio Security

All Kitchen personnel shall be responsible for the radio issued to them. They shall thoroughly inspect the radio at the beginning of the shift for any possible damage and ensure its operation.

In the event the radio is damaged, the procedures set forth in TTCF Unit Order #3-05-110, Portable Radio Equipment Care, Control, Inventory and Use, shall be adhered to.

#### KITCHEN KEYS AND RADIOS DAILY LOG SHEET

DATE:                      SHIFT: EM   DAY   PM

#### KEYS:

1020 (SGT)  
1021 (B/I)  
1082  
1083  
1084  
1085  
1086

#### RADIOS:

0087  
0328  
1037  
1875  
2043  
2812

Control Booth Officer:  
(Name/Employee #)

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Date:

Time:

Once keys and radios have been cleared and Facility Control has been notified, personnel accounting for the keys and radios shall sign and date this form, along with the time they were called in.

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