

5-19/002.00 Key and Radio Control

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for facility keys and radios at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

Personnel assigned to IRC, specifically those assigned to a security booth which requires key and radio controls, shall adhere to the following procedures.

To maintain a high security level at IRC, personnel shall ensure the inspection, issuance, collection, and tracking of facility keys and radios occur on every shift, on a daily basis.

Security booths require key and radio controls, therefore; at the beginning of every shift, personnel assigned to a security booth shall inspect and account for all keys, radios and batteries. The accounting and inspection of these keys and radios shall be reported to the first floor main control deputy. The main control deputy shall report the key and radio information to the watch commander. At the beginning of each shift, the watch commander shall make a notation of all accounted facility keys and radios in the watch commander log.

KEYS:

Key Maintenance

All personnel assigned to a security booth shall be responsible for the daily inspection of all key blocks to ensure the rings are not tampered with, and are soldered closed.

Personnel shall also match the number of keys contained on each ring, to the metal tag attached. The metal tag indicates the number of keys soldered to the key ring.

If damage is evident, personnel shall notify the watch sergeant and watch commander. Following notification, IRC logistics shall be contacted to repair or replace the keys.

Assigning of Keys

Personnel assigned to second floor main control shall be responsible for the issuance, assignment and accounting of all keys distributed to personnel assigned to IRC, IRC old side and module 231. Tracking and logging of all issued keys shall be made on the "key log."

The IRC old side security booth also contains old side keys. Personnel assigned to this security booth shall be responsible for the issuance and accounting of these keys and shall properly log them on the IRC old side key log.

Employee Responsibilities

Personnel assigned to IRC work areas requiring keys, shall maintain the keys in their possession at all times. Upon going off duty, or when leaving the facility, all personnel who have been issued keys by second floor main control, shall deliver their keys back to second floor main control personnel. Personnel shall remain at the window until the main control deputy acknowledges receipt of the keys.

Only designated key blocks, such as the lead deputy key blocks may be passed on to another person. Personnel receiving key blocks passed on to them from the previous shift, shall notify the second floor main control. The second floor main control personnel shall then update the key log. Notification of the employee-to-employee lead block exchange shall occur within fifteen (15) minutes of the exchange.

Keys on control panels inside security booths shall remain under a deputy's or custody assistant's direct control at all times. Keys are not to be left unattended on panel switches.

Unaccounted Keys

If a key block is not returned to second floor main control, or any security booths, personnel shall contact the employee assigned to that key block. If the key block is not located, the following actions shall be performed by personnel:

- Notify the watch sergeant and watch commander
- Notify the first floor main control personnel. [REDACTED TEXT]
- Custody personnel shall then conduct a full search of the facility for the missing key block
- If keys are not located, personnel will then conduct a locker search
- The employee shall then be required to submit a memo to the unit commander explaining how the key block was misplaced, lost, or unaccounted for. If the key block is lost, the watch sergeant shall assign a deputy or custody assistant to document the loss of the key block on an incident report (SH-AD-49).

Personnel assigned to second floor main control and IRC old side shall utilize a key log to ensure all keys are properly assigned, tracked and accounted for. The key log assigned to each booth shall contain a description of the key and the tag number. After distributing keys, personnel shall record the key block number and the name of the employee in the assigned key logs.

Emergency Key Blocks

[REDACTED TEXT]

Civilian Entry Key Log

[REDACTED TEXT]

Reporting of accounted keys in civilian entry shall be made to the first floor main control deputy at the beginning of each shift.

RADIOS AND BATTERIES:

Every radio and battery assigned to a security booth for purposes of daily issuance to line personnel, shall be accounted for on each shift on a daily basis. Second floor main control personnel shall track radios on the assigned radio log by its radio number. When radios are checked out to personnel, second floor main personnel shall update the radio number and name of the employee in possession of the radio. The radio shall be returned at the end of shift.

The watch commander is ultimately responsible and shall ensure all keys, radios and batteries are accounted for and "cleared" in every location. The watch commander shall make a notation of this in the watch commander log on every shift, on a daily basis.

Any missing radios or batteries shall be reported to the watch sergeant and watch commander and a facility lock down will be initiated. Refer to the procedures mentioned in the above "Unaccounted Key" section.

For further information, refer to *Custody Division Manual (CDM) Section 3-06/130.00 Key Inventory and Control*.
