

**CARE AND USE OF KEYS  
(JUVENILE HALL)**

- AUTHORITY:** Administrative Directive  
California Code of Regulations, Title 15, Section 1324(g)
- RESCINDS:** Procedure Manual Item 3-2-003, dated 8/12/13
- FORMS:** Special Incident Report F057-7018  
Key Case/Shift Inventory Report F057-6262
- PURPOSE:** To standardize procedures for the issuance, use and security of Juvenile Hall keys and pad locks.

**I. GENERAL INFORMATION:**

- A. All Juvenile Hall keys are kept in locked key cabinets or secured drawers at these locations when they are not in use:
1. [REDACTED]
  2. [REDACTED]
  3. [REDACTED]
  4. [REDACTED]
  5. [REDACTED]
  6. [REDACTED]
  7. [REDACTED]
  8. [REDACTED]
- B. Keys are issued to authorized persons only, i.e., Juvenile Hall supervisors, Building Services personnel, Otto Fischer School personnel, janitorial personnel, Juvenile Hall Division Directors and Assistant Division Directors, and others as necessary.
- C. Sworn unit staff are issued keys in their respective units at the beginning of their shift.
- D. Authorized medical personnel are issued keys from the Medical Unit at the beginning of their shift. A key inventory is completed by the beginning of each shift change.
- E. Otto Fischer School teachers and aids are issued keys from Reception at the beginning of the day and all such keys are inventoried by Reception staff at 5:00 p.m. Monday-Friday. Any school staff that will still be on site at 5:00 p.m. must contact Reception and let them know they are in the **facility** and have their key set.
- F. The Administrative Manager I assigned to Juvenile Hall controls the supply and issuance of replacement keys and pad locks for Juvenile Hall. A designated Office Supervisor is the backup for the Administrative Manager I.
- G. No Juvenile Hall keys shall leave the facility unless authorized by the Juvenile Hall Division Director(s)/designee.

- H. Twice a year each individual key on every key set is identified and visually verified against a master inventory list provided and retained by the Administrative Manager I.
  - I. Juvenile Court Work Program supervisors are responsible for the inventory of all keys located in the key cabinet assigned to that unit and said inventory will occur daily.
- II. PROCEDURE:
- A. Staff authorized to issue keys will:
    - 1. Sign keys in and out in designated log/record book at site of issuance.
    - 2. Keep keys in a designated, locked area when not in use.
    - 3. Not allow **youth**, volunteers, student interns or other non-authorized persons to possess or have access to Juvenile Hall keys.
    - 4. Complete a key inventory at the beginning and end of each shift.
      - a. In the event keys are not accounted for, contact the Duty Officer or appropriate supervisor immediately.
      - b. Complete a Special Incident Report (SIR) describing the circumstances and all efforts made to locate the keys.
    - 5. All personnel who are issued Juvenile Hall keys must leave them at a designated area (i.e., Control or Reception) when leaving the facility and have them re-issued upon their return (exceptions must be approved by the Probation Division Director).
    - 6. Key sets taken out of the facility accidentally must be returned by the staff upon notification or their own discovery as soon as possible.
  - B. Damaged key and pad lock replacement is as follows:
    - 1. Complete an SIR, tape the broken key or pad lock to the SIR give the pink copy to the unit Supervising Juvenile Correctional Officer (SJCO) and the original and yellow copy to the Administrative Manager I for replacement.
    - 2. If the key or padlock cannot be immediately replaced, make a notation in the key inventory or unit logbook that a key set has damaged/broken keys(s). Sign out a temporary replacement set from designated key cabinet if necessary.
  - C. DJCO staff are required to:
    - 1. Make a log note of issued and returned key set numbers on their signature line at the beginning and ending of each shift.  
Examples:

- a. 6:58 a.m., John Jones in, ... key set #65.....
  - b. 3:02 p.m., John Jones out,... key set #65.....
2. Make a note on damaged, broken or missing key/key set(s) indicating key set number, location and who was notified.
  3. Secure keys to their person or clothing by a lanyard or similar device.

**REFERENCES:**

Procedures:	3-1-001	Care and Use of County-Owned Facilities/ Equipment
	3-2-020	Security
Policies:	G-3	Building Security and Safety
	G-7	Distribution and Use of County Services Supplies and Equipment

K. Burnham

**APPROVED BY:**