CONTROL AND USE OF KEYS

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-3-214, dated 07/17/17 (Recertified)

FORMS: Request for Maintenance   (F057-6201)
     Special Incident Report (Institutions)   (F057-7018)

PURPOSE: To standardize control and use of the Youth Guidance Center (YGC) keys.

I.   GENERAL INFORMATION

     A.   The Division Director shall administer a key control system for the facility.

     B.   The keys are stored ███████████████████████████████ ███████████████ These keys are hung on numbered hooks. Each key must be hung on a matching numbered set.

     C.   Administration and the Office Supervisor are the only personnel with keys to the locked key cabinet.

     D.   Numbered key sets are issued to all employees at YGC by the Office Supervisor or designee who is responsible for key control.

     E.   A master list showing all issued keys is maintained within the key cabinet.

II.   PROCEDURE

     A.   Employee will:

          1.   Keep their assigned keys on their person at all times while on duty.

          2.   Under <u>NO</u> circumstances loan or allow youth to use their keys.

          3.   Under <u>NO</u> circumstances have a work key duplicated.

          4.   Report lost or misplaced keys to their supervisor or the Duty Officer immediately, and write a Special Incident Report.

          5.   When keys are broken or bent, return the entire key set to the Office Supervisor who will provide a replacement for the broken key. Advise the Duty Officer or Supervisor and write an SIR.

     B.   Supervisors will:

     Report to their supervisor immediately any incident in conflict with key procedures and policies to seek clarification or direction.

C.   Office Supervisor will:

Prepare an online Request for Maintenance Form for key duplication and forward this request to Orange County Public Works, after it has been approved by the Director or Assistant Director, as it becomes necessary to obtain additional keys.

REFERENCES:

Procedure: 3-2-003   Care and Use of Keys (Juvenile Hall)

Policies: G-3   Building Security and Safety
                     G-7   Distribution and Use of County Services, Supplies
                                         and Equipment

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APPROVED BY: