

## CARE AND USE OF KEYS AT JUVENILE FACILITIES

- AUTHORITY:** Administrative Directive  
California Vehicle Code Sections 23123 and 23123.5  
California Code of Regulations, Title 15, Section 1326
- RESCINDS:** Procedure Manual Item 3-2-003, dated 05/13/22  
Procedure Manual Item 3-3-214, dated 11/27/19  
Procedure Manual Item 3-8-032, dated 02/17/22
- FORMS:** Key case/Shift Inventory (F057-6262)  
Request for Maintenance (F057-6201)
- PURPOSE:** To assure the proper use and care of County-owned facilities, services, supplies, and equipment. To standardize control and use of keys within the facilities.

### I. GENERAL INFORMATION

**Each facility administrator shall develop policies and procedures to annually review, evaluate, and document security of the facility. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.**

- A. All Keys are kept in a locked key cabinet or secured drawer at all locations when they are not in use. The following are the locations at each facility.

#### 1. Juvenile Hall

- a. Juvenile Hall [REDACTED]
- b. Juvenile Hall [REDACTED]
- c. Juvenile Hall [REDACTED]
- d. Juvenile Hall [REDACTED]
- e. Juvenile Hall [REDACTED]
- f. Juvenile Hall [REDACTED]
- g. Juvenile Hall [REDACTED]

#### 2. Youth Guidance Center

- a. The keys are stored in a [REDACTED] of the [REDACTED]. These keys are [REDACTED]. Each key must be hung on a matching numbered set.

#### 3. Youth Leadership Academy

- a. YLA [REDACTED].
- b. YLA [REDACTED].

- B. Keys are issued to authorized persons only, i.e., supervisors, Building Services personnel, Department of Education 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. No keys shall leave ANY facility unless authorized by Facility Director or designee.
- F. Twice a year, each key on every key set is identified and visually verified against a master inventory list provided and retained by the Administrative Manager II.
- G. Staff will
  - 1. Always keep their assigned keys on their person while on duty.
  - 2. Under NO circumstances, loan or allow youth, volunteers, or interns to use their keys.
  - 3. Under NO circumstances have a working key duplicated.
  - 4. Report lost or misplaced keys to their supervisor or the Duty Officer immediately.
  - 5. When keys are broken or bent, return the entire key set to the Supervisor, who will provide a replacement for the broken key.

## II. PROCEDURE

- A. Staff authorized to issue keys will:
  - 1. Sign keys in and out in [REDACTED] at the issuance site.
  - 2. Keep keys in a designated, locked area when not used.
  - 3. Complete a key inventory at the beginning and end of each shift.
    - a. If keys are not accounted for, immediately contact the Duty Officer or appropriate supervisor.
    - b. Complete a log note in ICMS describing the circumstances and all efforts made to locate the keys.
  - 4. All personnel who are issued Juvenile Hall keys must leave them at a designated area (i.e., [REDACTED]) when leaving the facility and have them re-issued upon their return (the Probation Division Director must approve exceptions).

5. Key sets taken out of the facility accidentally must be returned by the staff upon notification or their discovery as soon as possible.

B. 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 end 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 in [REDACTED] on damaged, broken, or missing key/key set(s) indicating the key set number, location, and who was notified.
3. Facility keys must be secured to the officers' duty belt by a lanyard and key clip holder.

**REFERENCES:**

Procedures:	3-15-001	Special Incident Reports/Routing SIR and DHO Paperwork
Policies:	C-16	Employee Conduct-On Duty

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**APPROVED BY:**