

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 3-1-019, dated 08/18/23
- FORMS:** Key case/Shift Inventory (F057-6262)
- PURPOSE:** To ensure the proper use and care of county-owned facilities, services, supplies, and equipment and to standardize the 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 the facility security. The review and evaluation shall include internal and external security, including, but not limited to, key control, equipment, and staff training.

A. When not in use, all keys are kept in a locked key cabinet or secured drawer at all locations. The following are the locations at each facility.

1. Juvenile Hall

- a. Juvenile Hall
- b. **Juvenil Hall**
- c. Juvenile Hall
- d. Juvenile Hall
- e. **Juvenile Hall**
- f. **Juvenile Hall**
- g. Juvenile Hall
- h. Juvenile Hall
- i. Juvenile Hall
- j. Juvenile Hall

2. Youth Guidance Center

- a. **The vehicles, maintenance, and DO keys** . These keys are hung on numbered hooks. Each key must be hung on a matching numbered set.
- b. **Staff keys will be locked in the** .

3. Youth Leadership Academy

- a. YLA .

- b. YLA [REDACTED].
- B. Keys are issued to authorized persons only.
- C. **YGC sworn staff are issued a numbered key set which they are responsible for throughout their assignment while at YGC. They are to return their key set upon transferring to another facility or when separating from the department.**
- D. **YLA** sworn staff are issued keys in their [REDACTED] at the beginning of their shift.
- E. Authorized medical personnel are issued keys from the [REDACTED] at the beginning of their shift. A key inventory is completed by the beginning of each shift change.
- F. No keys shall leave ANY facility unless authorized by **the** Facility Director or designee.
- G. Twice a year, each key on every key set is identified and visually verified against a master inventory list provided and retained by the **Assistant Division Director in charge of the facility's keys.**
- H. Staff will:
1. Always keep their assigned keys on their person while on duty. **Correctional officers must secure their keys to their duty belts with a lanyard and a key clip holder.**
 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 **and document the incident in a Special Incident Report (SIR).**
 5. **Notify a supervisor** when keys are broken or bent. **The supervisor will provide a replacement key.**
- I. YLA **sworn** staff will:
1. Sign keys in and out [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.
 4. If keys are not accounted for, immediately contact the Duty Officer or appropriate supervisor.

5. Complete a log note in [REDACTED] describing the circumstances and all efforts to locate the keys.
6. Key sets taken out of the facility must be returned by the staff upon notification or their discovery as soon as possible.

J. YGC sworn staff will:

1. Are assigned a numbered key set upon transferring into the facility.
2. These keys are to be locked in [REDACTED].
3. If keys are not accounted for, staff will immediately contact the Duty Officer or appropriate supervisor.
4. Complete a log note in [REDACTED] describing the circumstances and all efforts to locate the keys.

K. YGC and YLA DPCOs 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.

L. Juvenile Hall sworn staff will:

1. Every staff member has a keyset assigned to them. The keys are in the [REDACTED] to their assigned work location. Staff are to retrieve their keys before reporting to their assigned shift.
2. They will complete a unit key inventory at the beginning and end of their shift. Unit keys are keys for a specific unit's desk, drawers, and cabinets. If keys are not accounted for, immediately contact the Duty Officer or appropriate supervisor.
3. The staff must return key sets taken out of the facility immediately upon notification or discovery.
4. Keep keys in the assigned [REDACTED] when not used.

M. Juvenile Hall SPCOs will:

1. Review the reports on the system status. Reports will be sent 3 times a day. 7 am, 3 pm and 11 pm.

