

I. GENERAL INFORMATION

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

1. Juvenile Hall

[illegible]

2. Youth Guidance Center

- a. The vehicles, maintenance, and **Duty Officer (DO)** keys are stored in [REDACTED]. These keys [REDACTED]
[REDACTED]
- b. **When not in use and while staff is off duty, facility keys shall not be taken off grounds.** [REDACTED]
[REDACTED]

- c. **YGC sworn staff are issued** [REDACTED]
[REDACTED]
YGC. They are to [REDACTED]
[REDACTED]

3. Youth Leadership Academy

- a. YLA living unit **facility keys** [REDACTED]
[REDACTED]
- b. **DPCO's** [REDACTED] making notations
in ICMS to include the keyset number.
- c. YLA administration and Supervising Probation Correctional
Officers (SPCO) facility keysets [REDACTED]
[REDACTED].

- B. Keys are issued to authorized persons only.
- C. Authorized medical personnel are issued **facility** keys from [REDACTED]
[REDACTED] A key inventory is completed by the beginning **and end** of
each shift change.
- D. No **facility** keys shall leave ANY facility unless authorized by the Facility Director
or designee.
- E. **Facility key sets taken out of the facility must be returned by the staff upon
notification or their discovery as soon as possible.**
- F. **Staff are to complete a log note in ICMS describing the circumstances and
all efforts to locate any facility keys which are unaccounted for and
immediately notify the DO.**
- G. Twice a year, each key on every **facility** 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 **facility** keys on their person while on duty.
Deputy Probation Correctional Officers (DPCOs) must secure their
facility keys to [REDACTED].
 - 2. Under NO circumstances, loan or allow youth, volunteers, or interns to use
their **facility** keys.
 - 3. Under NO circumstances have a working **facility** key duplicated.
 - 4. Report lost or misplaced **facility** keys to their supervisor or the Duty Officer
immediately and document the incident in a Special Incident Report (SIR).

5. Notify a supervisor when **facility** keys are broken or bent. The supervisor will provide a replacement key.

I. YLA sworn staff will:

1. [REDACTED] ICMS at the issuance site.
2. Keep **facility** keys in [REDACTED] not used.
3. Complete a key inventory at the beginning and end of each shift.
4. If **facility** keys are not accounted for, immediately contact the Duty Officer or appropriate supervisor.
5. Complete a log note in ICMS describing the circumstances and all efforts to locate the **facility** keys.

J. YGC sworn staff:

1. Are [REDACTED] facility.
2. **Facility** keys are to be [REDACTED]
3. **Will** immediately contact the Duty Officer or appropriate supervisor **if facility keys are not accounted for.**
4. **Will** complete a log note in ICMS describing the circumstances and all efforts to locate the **facility** keys.

K. YGC and YLA DPCOs are required to:

1. Make a log note of [REDACTED] 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 ICMS on damaged, broken, or missing **facility** 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 **facility** keyset assigned to them. [REDACTED] the AdvanTech box closest to their assigned work location. Staff are to retrieve their keys before reporting to their assigned shift.
2. Complete a unit **facility** key inventory at the beginning and end of their shift. Unit keys are [REDACTED]. If

keys are not accounted for, immediately contact the Duty Officer or appropriate supervisor.

3. Keep **facility** keys in the [REDACTED] duty.

M. **The Juvenile Hall Duty Officer (DO) during each shift:**

1. Review the reports on the [REDACTED] status.
 - a. Reports will be sent 3 times a day: 7 am, 3 pm, and 11 pm.
 - b. **If the DO does not receive the report, it is the responsibility of the DO to [REDACTED] and review the report, ensuring the keys that are out are paired with a staff who is working during each DO shift: 8 am - 4 pm, 4 pm - 12 am, and 12 am - 8 am.**
 - c. **The DO ensures that facility keys that are not present in the [REDACTED] correspond with staff currently on facility grounds.**
 - d. **The DO to document that a facility key inventory has been completed and results in the DO Shift Notes.**
2. For any **facility** keys not accounted for, the Duty Officer will contact the responsible party to **verify if they have the keys. If they have the facility keys, they will be required to return the keys as soon as possible.**
3. **If the facility keys are not accounted for, the SPCO/DO will notify the Administrator in Charge (AIC) and begin a coordinated search for the missing keys.**

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: