

**DATE:** SEPTEMBER 19, 2019  
**NUMBER:** I.25  
**SUBJECT:** KEY CONTROL  
**RELATED SECTIONS:** [I.1](#)

**PURPOSE**

To establish a standard procedure for daily key set control, and quarterly inspection and inventory of all facility key sets and keys.

**POLICY**

The control deputy on each shift shall be accountable for all the key sets in the facility. No keys are to be taken from the facility without the specific permission of the facility commander, or the watch commander.

**PROCEDURE**

**I. DAILY KEY CONTROL**

- A. Oncoming deputies shall receive their keys from the off-going deputies they are relieving. Any off-going deputy whose position is not relieved shall turn their keys into the control deputy. Facilities which utilize the Key Watcher Touch System will develop guidelines within facility green sheets outlining their procedures.
- B. The control deputy shall conduct a key count at the beginning of shift and complete a Key Control Roster. The Key Control Roster shall be retained until the completion of the next quarterly key inspection and inventory.
- C. If a key set is not reported or accounted for during the key count, the control deputy shall notify the watch commander immediately. All reasonable efforts shall be made to locate the missing keys, including, but not limited to, searches and telephone contact with the last person known to have possession of the key set.
- D. If the keyset is not located, the watch commander shall notify the facility commander without delay. An entry shall be made in the facility watch commander's log.

**II. QUARTERLY INSPECTION AND INVENTORY**

- A. Each facility shall maintain a master key control roster. The roster shall identify each key set by letter/number designation, list each key attached to the key set and the key set location.
- B. Quarterly, the facility commander or designee shall conduct an inventory and physical inspection of these key sets. The results of this inventory and inspection shall be documented.

- C. This inventory and inspection shall include all facility key sets, to include new or spare keys.
- D. Any missing key set or individual key from a key set is to be reported to the watch commander, who shall notify the facility commander without delay. All reasonable steps shall be taken to recover the key set or key.
- E. Failure to locate the key set or key shall be cause for the facility commander to notify the affected operation area commander without delay.
- F. Any damaged keys or key rings requiring service shall be reported to the administrative sergeant. The administrative sergeant shall promptly have the keys or key rings repaired or replaced.