

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
January 1, 2003	BUREAU-WIDE	COURT HOLDING	E.15
SUBJECT: KEY CONTROL			PAGE 1 of 1

Purpose:

To establish a standard Court Services Bureau (CSB) procedure for control of court holding tank keys.

Policy:

Each CSB command will ensure all keys to their court holding areas are accounted for daily. Court holding tank keys shall not be removed from the court holding area. The only exception shall be transporting of keys to or from a key locker when opening or closing the court holding area.

Procedure:

- I. Holding Tank Keys
 - A. Sworn staff shall not enter occupied holding cells with keys.
 - B. Sworn staff shall immediately notify a supervisor if key(s) are missing. All reasonable steps shall be taken to recover missing keys. Any damaged key(s) requiring service shall be reported to the sergeant responsible for the court holding area prior to the end of shift.
- II. Inspection and Inventory
 - A. Each facility shall maintain a master key control roster. The deputies assigned to court holding are accountable for the daily inventory of court holding keys in this roster.
 - B. Quarterly, there shall be an inventory and inspection of the key sets conducted by the court holding supervisor.
 - 1. The results will be documented in the log used to document security/welfare checks.
 - 2. This inventory and inspection shall include all court holding key sets and spare keys.