

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

DATE	DISSEMINATION	CATEGORY	NUMBER
March 25, 2019	SAN DIEGO	BAILIFF AND SECURITY	E.15.S
SUBJECT: KEY CONTROL			PAGE 1 of 3

Purpose:

To establish guidelines for the San Diego County Courthouse (SDCC) control of facility keys.

Policy:

Keys will essentially be secured in two electronic [REDACTED] Touch key cabinets. The [REDACTED] and returned to the key cabinets at the end of the day. Specific daily use keys will be part of the issued key set to deputies.

Procedure:

- I. The [REDACTED] key cabinet is a standalone electronic key management system allowing a complete key log audit trail. Keys can only be removed and returned by one user at a time.
 - A. Key cabinet locations.
 1. One [REDACTED] key cabinet will be located in the [REDACTED] Office. Immediately after briefing, deputies whose assignments for the day are in Departments [REDACTED] will get the waiting tank key(s) from this location. These keys will be secured in the respective waiting tank key box for the day and used as required. At the end of their shift, the key(s) will be returned to the [REDACTED] key cabinet in the [REDACTED] Office.
 2. The second [REDACTED] key cabinet will be located in the [REDACTED]. Deputies whose assignments for the day are in [REDACTED] will get keys from this location. The keys for [REDACTED], will be secured in the respective key cabinet for the day and used as required. At the end of their shift, the keys will be returned to the [REDACTED] key cabinet in the [REDACTED].

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II. Deputies assigned to the SDCC will be given specific keys as issued equipment and are responsible for the security of those keys.

A. Deputy set:



B. Deputies not assigned to the SDCC and working in an overtime capacity will obtain a key set from the appropriate [REDACTED] key cabinet. These keys will be returned at the end of the work day.

III. [REDACTED] keys will be kept in the [REDACTED] key cabinet located in the [REDACTED] Room and only used for emergencies.

IV. Upon notification of a lost or missing keyset, the Deputy/Sergeant in Building Control shall complete the following:

1. A [REDACTED] report shall be generated and reviewed to see the last known deputy who checked out the key set (*Capture "Out of System" screen-shot and save to PDF file on computer desktop*).
2. Contact the deputy per the [REDACTED] report and inquire about the location of the keyset.
3. If unable to contact the deputy, or if the keys are not at the last known location, the Closing Detail shall remain at the facility and begin an efficient physical search of the building. This team shall remain on site until the keys are located or until they have confirmed an entire physical search of the building has been completed.

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4. If the missing key set is still not located, notifications of supervisors shall be made up the chain of command to the Captain.
5. Closing Sergeant will document incident in Daily Sergeant's Log.
6. Follow-up investigation shall be conducted as soon as practical, but no later than the next day with all involved staff that may be a witness, had possession of the keys, or were working in those designated locations during the period the keys went missing/lost. Deputy's reports will be generated by all involved staff for administrative purposes.
7. In the event all efforts to locate the keyset have been exhausted, a crime report for lost/missing keys shall be completed.