

**SDSD Detention Services Bureau—San Diego Central Jail Green Sheet**

<b>DATE:</b>	<b>March 16, 2022</b>
<b>NUMBER:</b>	<b>I.25.C.1</b>
<b>SUBJECT:</b>	<b>KEY CONTROL</b>

**PROCEDURE**

The key control deputy will conduct one key and radio count per shift. The count will be completed at the beginning of the shift. One deputy from each floor will complete a log entry in the Jail Information Management System (JIMS) when all keys, radios, extra batteries and conducted energy devices ("TASERS") are accounted for on their respective floor. The JIMS entry will be made under the "Key and Radio Count" drop down in JIMS and will include the deputy's last name, ARJIS and assigned equipment numbers. The watch commander will be notified when all equipment listed on the key control master count sheets are accounted for. In the event an item is missing,

**Govt. Code 6255(a)**

A copy of the equipment count sheets showing the ending count will be given to the oncoming key control deputy. The oncoming key control deputy will utilize this count sheet to track the location of all facility equipment. Completed equipment count sheets will be retained in key control for a period of 30 days. After 30 days, they will be collected by the administrative deputy for archiving.

If a tracked equipment item is checked in/out during the shift, the count sheets must be updated to reflect the change. Equipment from key control can only be logged out to a qualifying staff member and not a general location.

Housing control deputies will be responsible for inventorying/securing keys on— their respective floors. **Govt. Code 6255(a)**

During shift change, all deputies shall individually hand their assigned keys and radios to their relief partners. Any extra facility equipment should be returned to key control and unused housing floor keys secured in **Govt. Code 6255(a)** as soon as possible. In addition, it shall be the responsibility of the housing deputy to ensure that all keys remain on their respective housing floor. Under no circumstances shall the deputy who is assigned a housing floor key leave them with key control before the end of shift. All equipment must be properly managed to ensure that the accountability of the user(s) stay consistent.

\*It must be the sole responsibility of the deputy who is assigned to a key set to return it to its appropriate location, and not place the responsibility on the key control deputy.

**Govt. Code 6255(a)**

Keys and radios issued by the key control deputy will be the responsibility of the person to whom they are issued. All keys and radios issued to specific staff (e.g., JPMU, facility specialized positions, administration, supervisors) will not be accounted for by the key control deputy.