

**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.2</b>
<b>SUBJECT:</b>	<b>KEY CONTROL: GUN LOCKER USAGE</b>

**PROCEDURE**

All keys for the gun lockers located in the Vehicle Sallyport will be kept **Govt. Code 6255(a)**. At the start of each shift, it will be the responsibility of the intake deputies to account for each gun locker key on the first floor and include it on the JIMS Area Activity log under "Key and Radio Count." The key control deputy will be responsible for recording the keys on the Key Count Sheet with the keys' locations and/or users.

Gun lockers 1-77, 1-85, 1-89, 1-90, 1-92, 1-94 and 1-95 are for use by outside agencies needing to secure a weapon. The keys will be kept **Govt. Code 6255(a)**. Gun lockers (#1-25), equipped with **Govt. Code 6255(a)** will also be available for outside agencies needing to secure a weapon.

Gun lockers IC-1, IC-2, IC-3, IC-4, IC-5, IC-6, BS-1 and BS-2 are for use by the intake deputies and body scanner deputies. These keys will **Govt. Code 6255(a)** and will be accounted for by the intake control deputy.