

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 7, 2021
NUMBER:	I.25.V
SUBJECT:	KEY CONTROL
RELATED SECTIONS:	

PROCEDURE

I. KEY COUNT

- A. The [REDACTED] shall conduct a key count and each complete a Key Control Roster within the first hour of their shift. The completion time shall be noted on the Key Control Roster and logged into JIMS. Key Control Rosters will be digitally saved to the [REDACTED] and retained until the completion of the next quarterly key inspection and inventory.

- B. The Housing Deputy will account for equipment including all key sets and radios assigned to their specific area. [REDACTED]
[REDACTED]

II. ACCESS TO KEYS

- A. The [REDACTED] shall have sole access to the key lockers. In the event a key set is needed, [REDACTED] shall personally remove the key and properly log the key out on the key log. Key sets no longer needed shall be returned immediately.