Sacramento County   **Probation Department**

Youth Detention Facility
OPERATIONS ORDER

KEY CONTROL

Purpose and Scope
This policy is to establish a key control system of electronically monitors all keys issued to staff at the Youth Detention Facility (YDF). Keys are an integral part in conducting the on-going operation of the YDF. They are a high security item and it is crucial staff safeguard their keys at all times. The electronic check-out key system will control the movement of keys for all Probation and Non-Probation staff working within the facility. The key cabinets secure all keys when not in use by any staff. The staff will use their identification card on the check-out terminal in order to retrieve a set of keys from the cabinet. A report can be generated identifying the staff, date, time and length of time the keys are checked out. Each key cabinet has the capacity to hold 64 set of keys. The system identifies the type of keys the staff will need for their job assignment, for both Probation and Non-Probation.

Affected Personnel
All Sworn Personnel- YDF

Authority
Administrative Directive

Revised Date
5/13/2020

I. Definitions

Key Cabinets: There are four key cabinets located within the YDF. Each cabinet has an Access Terminal attached to its side panel. The terminal is where you enter commands and view useful information. The terminal is equipped with a LCD display, key pad and a proxy card reader.

Access Terminals: This is the LCD display and key pad which allows users to access the Key Cabinet using their identification card.

Key Fobs: The black key fob which allows the key to be locked into the key cabinet. There is a microchip inside the key fob which allows the key cabinet to identify the keys in the system.

Key Sets: Pre-assigned keys attached to each set, restricting user's access to keys that are allowed to them.

Master Cabinet Key: The main access key that is kept in the SPO office to allow physical access to the cabinet in case of system related issues.

Staff: Probation and Non-Probation line-staff, including Behavioral Health, Juvenile Correctional Health, Kitchen, SCOE & any other disciplines working within the YDF.

II. Guidelines
A. Checking Out Key Sets

In order to remove any key sets from the key cabinet, staff (Probation & Non-Probation) will need their identification access card. When ready to check-out a set of keys, staff will place their access card on the terminal which will read their given access. The LCD will display three options:
"Take Keys", "Return Keys" & "C: Cancel".

1. Select the menu item "Take Keys" by using the arrow keys on the terminal keypad and confirm by pressing the green button. All keys, that are assigned to the staff and therefore may be taken, are listed on the display.
2. Select the key you want by pressing the arrow keys on the keypad up or down.
3. Press the green button on the keypad once you selected your key number. The cabinet will then unlock and allow you to open the cabinet door. Your selected key will be illuminated by the red light around the key set. Looking at the terminal will show the staff information and the key set that is now assigned to that staff.
4. Staff can now remove the key set with attached key fob out of the marked cylinder. Once the key is removed, the terminal will return to the selection menu and further keys can be selected and removed by a different staff. Close the door to the cabinet.
5. Press the red button on the keypad anytime without removing any keys to cancel all functions, and return to the selection menu.

B. Returning Keys

In order to return keys to the cabinet, staff can either use their identification card or return keys using the key's ID fob. When ready to return keys, staff will place access card or fob over the terminal to gain access.

1. When returning by access card, place card over keypad and allow proxy scanner on the terminal to scan card. Select "Return Keys" using the arrow buttons on the keypad. Press the green button on the keypad once "Return Keys" is selected.
2. When returning by key fob, place key fob over keypad and allow the proxy scanner on the terminal to scan the fob.
3. Once either of the above is completed, the cabinet door will unlock allowing access into the key cabinet. A cylinder slot will be illuminated, indicating the correct slot for the checked out key set.
4. Place assigned keys back into the slot by sliding key fob back into the cylinder. When successful, the terminal will acknowledge on the LCD display. Close the door to the cabinet.
5. Press red button on the terminal in order to cancel the key returning process.

C. Access Cards

The key cabinet system is solely dependent on the staff's identification card to allow access to the terminal. It is imperative for all staff to have their identification access card when reporting on duty. If staff fails to bring their access card to work, the Supervisor or Watch Commander on duty must be contacted so that a set of keys can be assigned to the staff.

III. Staff Key Control

A. The key cabinet's purpose is to identify staff along with monitoring the number of keys assigned within the institution. It is extremely important staff follow any and all guidelines expressed in this policy for the purpose of keeping residents and staff safe while working within YDF.

1. Staff shall only be allowed to retrieve one set of keys at a time unless identified in the system as an administrator.
2. Staff shall retrieve and return their own set of keys. Staff are not allowed to "check out" or "check in" keys for another staff. Staff will be responsible for any and all keys they retrieve or return in the key cabinet.
3. Staff MUST return keys to the same cabinet & slot that they were taken from. Failing to return the keys to their correct location will result in an error report being generated to the on-duty Supervisor.
4. Only one staff at a time can access the terminal.
5. Specialized unit keys will be kept in the unit's key box (i.e. flap key, water/light key, etc.)
6. Keys must be returned to their cabinet twelve and one-half hours (12.5 hours) after check-out. The terminals will notify all Supervisors via email if a set of keys has failed to be return to the cabinet after the deadline. If it is necessary for a staff to use the keys longer than the designated time, he/she shall immediately inform the on-duty Supervisor for approval.

7. If a Supervisor is to assign a key set to staff, the on-duty Supervisor will gain access to the cabinet by using their access card or the master cabinet key. Once access is gained, remove a key set for the staff. Document the date, time, staff name and key set number.

Attachments

Amends/Replaces Previous Order

Authorized By _____ **Date** 5/13/2020

Chief Deputy Dave Semon